



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-09-15

The U.S. Consulate in Hyderabad is seeking individuals for the position of **Custodians (Five positions)** in the General Services Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Custodian; FSN-1305-01
HYA 526006 - 526010, Five positions (Personal Services Agreement)

OPENING DATE: February 17, 2010.

CLOSING DATE: March 02, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: Grade: FSN-01

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Serves as a janitor on the Consulate's Char force and provides basic cleaning and housekeeping services in and around the Consulate building.
- Provides Floor Care which includes mopping and polishing bare floors, vacuuming and steam cleaning carpets and rugs, washing and waxing floor surfaces and sweeping areas.
- Removes waste including removal and disposal of office trash, waste paper, packing materials and other refuse.
- General Cleaning like polishing and cleaning fixtures and metal surfaces, washing windows, doors and other glass surfaces, dusting of surfaces, cleaning of all walls and ceilings, removal of cobwebs.
- Cleaning of restrooms and kitchenette with disinfectant, cleaning of residences and welcome kits prior to new occupancy.

QUALIFICATIONS REQUIRED

- Basic elementary education (primary schooling) is required.
- One year of cleaning / housekeeping experience is required.
- Limited Knowledge (Level 2) of Hindi or Telugu and Rudimentary English (Level 1) is required.
- Must have Basic Knowledge of cleaning techniques, methods, supplies and equipment.
- Ability to follow instructions and learn how to use new job related equipment. Must be capable of performing repeated physical work and tactfully deal with American and local personnel.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

1. **Application for Employment**, Form HR-01 available on website http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert “**HYD-09-15**” (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **March 02, 2010.**

Cleared by: MGT - WBoyle
Approved by: HRO – CManley

AN EQUAL OPPORTUNITY EMPLOYER